



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909
phone: (517) 373-7171 *fax:* (517) 373-7615 *Web site:* courts.mi.gov/mji

PROGRAM ANNOUNCEMENT

July 13, 2006

Friend of the Court: New Employee Orientation Seminar (MCL 552.519)

**September 13, 2006
Michigan Hall of Justice
Lansing, Michigan**

PROGRAM DESCRIPTION

The Michigan Judicial Institute is pleased to offer a one-day intensive seminar targeting the needs of new or less experienced Friend of the Court employees. Subject matter for this seminar will address the fundamental issues relevant to the role and function of the Friend of the Court Office and staff. The seminar will commence at 8:30 a.m. and conclude by 4:00 p.m.

ELIGIBLE PARTICIPANTS

Due to the program design and content, primary consideration for program attendance will be given to applicants hired as full-time employees of the Friend of the Court office within the last one to two years. The Institute recognizes the value of this educational opportunity to other employees and will accept applications on a space-available basis.

LODGING AND MEALS

Double-occupancy lodging, assigned by the Michigan Judicial Institute, will be provided on Tuesday, September 12, 2006, at **the Country Inn & Suites** for all participants whose offices are **more than 65 miles** from the program site. If a single room is requested, the participant is responsible for the additional lodging room cost. Please make the appropriate lodging request on the attached application form.

OVER PLEASE ►

CONTINUED --- LODGING AND MEALS

All seminar participants will be provided coffee/tea and a complimentary group luncheon. All other meals and incidental expenditures, including mileage, telephone calls, entertainment, etc., are the responsibility of each individual or his/her governmental funding unit.

The Michigan Hall of Justice accommodates persons with disabilities. If you require special accommodations due to a disability, please indicate your needs on the attached application form.

Facility space constraints do not allow the Michigan Judicial Institute to make any arrangements for lodging of spouses, family or friends of the seminar participants.

PRE-REGISTRATION PROCEDURE

Individuals interested in attending this seminar must complete the attached application form (*form may be duplicated*). To enable the Michigan Judicial Institute to finalize planning with the seminar faculty, application forms must be **received by this office no later than Friday, August 18, 2006.**

Please be advised that a request for attendance is a commitment to attend and complete the entire seminar. If an applicant has *any* commitment, either personal or professional, which may interfere with their ability to attend the entire program, an application should not be submitted.

Applicants selected for attendance will be mailed individual confirmation letters and other pertinent information following the registration deadline. If you do not receive a confirmation letter at least one week prior to the seminar date, please contact the Michigan Judicial Institute.

Questions:

Questions concerning the application process or the program may be directed to Peter Stathakis, Program Manager, at (517) 373-7607, or Anne DeMarco, Program Assistant, at (517) 373-7349.

Note: If you need to complete Domestic Violence Training pursuant to MCL 552.642a, that seminar is available as a webcast on line at <http://www.you-niversity.com/affiliates/mji/> click on "view archived programs" and scroll down to "Friend of the Court: Domestic Violence Training" and follow the log-in procedures.

Application Deadline: Friday, August 18, 2006

APPLICATION FORM

**Friend of the Court:
New Employee Orientation Seminar**

**September 13, 2006
Michigan Hall of Justice
Lansing, Michigan**

Note: Each participant must complete a separate application form

Name: (Ms. / Mr.)	
Title/Position:	
Circuit Court And Number:	
Court Address:	
City/Zip Code	
Telephone & e-mail:	

How long have you been a FOC employee? _____Yrs. _____Mos.

Are you a full-time paid employee? _____Yes _____No

If No, please explain the nature of your position:

Educational Level: _____ Major: _____

Over Please ►

LODGING SPECIFICATIONS

Double-occupancy lodging assigned by the Michigan Judicial Institute is available for eligible participants. If a single room is requested, the participant is responsible for the additional lodging room cost. Please indicate your lodging requirements below. **Your office must be located in excess of 65 miles from the seminar site to qualify for MJJI paid lodging.**

Lodging Requested:

Country Inn & Suites

☐ My office is more than 65 miles away. I **will** require lodging on **Tuesday, September 12, 2006.**

☐ I will **not** require lodging, but wish to attend the program.

_____ If possible, I would prefer single occupancy and will accept responsibility for payment.
(One-half of lodging cost = approximately \$32.50/night plus applicable taxes).

I am a: _____ Non-Smoker _____ Smoker

Preferred Roommate: _____ Court _____

Please list below any special accommodations, due to a disability, that you require during your stay.

Lodging Cancellation

MJI arranges guaranteed room reservations based on your request. Please direct all room changes and/or cancellations to Anne DeMarco at the Michigan Judicial Institute office, (517) 373-7349. **All cancellations after 12:00 noon on Monday, September 11, 2006 must be made directly with the Country Inn & Suites (517) 827-7000. If your reservation is not cancelled, YOU will be responsible for the lodging costs incurred.**

Required Signatures ↓

Applicant Signature		Date
Signature of FOC Director		Date

Please mail or fax completed application form to:

**Anne DeMarco
Michigan Hall of Justice
Michigan Judicial Institute, 1st FL
P.O. Box 30205
Lansing, MI 48909
(517) 373-7615 Fax**

**Application Deadline:
Friday, August 18, 2006**